













# THE LANGUAGE DEVELOPMENT PARTNERSHIP

PERFORMANCE COACHING FOR BUSINESS AND EDUCATION

## Identify your comfort level when communicating in English

From this short quiz you may be able to identify the kind of support you need in English.

Situations where you may speak English	Your comfort level				
1. Giving a reasonably long but clear answer to a question from a colleague at work [assume you know the answer well in your own language].					
	1	2	3	4	5
2. Speaking informally to a colleague outside work.					
	1	2	3	4	5
3. Taking part in group/team discussion at work.					
	1	2	3	4	5
4. Giving an informal presentation at work about some of your (or team's) activities.					
	1	2	3	4	5
5. Giving a presentation to people outside of your company in a more formal setting.					
	1	2	3	4	5
6. Contributing at a formal meeting at your work.					
	1	2	3	4	5
7. Starting a conversation in English with someone outside of work in an English					
	1	2	3	4	5

speaking country.					
8. Responding to a question by a native English speaker outside work in an English speaking country. [this could be a random unexpected conversation].					
	1	2	3	4	5

### Feedback

If you mainly answered '4' and '5' then you generally feel comfortable speaking English and will not worry too much about your grammar and usually find the vocabulary you need. You may also feel happy just to ask what you don't know. However, you may have identified particular areas that you know you could improve.

If you mainly answered '1' or '2' on the scale you may have a tendency to feel uneasy when communicating in a foreign language. You may feel this is because your level of English is not good enough. If your English skills are good enough then you may feel you forget the vocabulary or how to say something just when you need it.

If you mainly answered '3' then go back and try to be more precise about how you feel in those situations.

### Question 1, 3 and 4 feedback

These questions look at how comfortable you feel talking informally about work topics. Do you feel comfortable giving explanations and saying what has been done in a logical and clear way? You will know the vocabulary to use and possibly discuss some quite complicated issues. Look at your answers and see how comfortable you feel. Are there any areas that you feel could be improved on?

### Questions 2, 7 and 8

These are questions that look at how comfortable you feel talking about things that are not work related and usually on unprepared topics.

### Questions 5 and 6

Questions in this group relate to more formal situations where you have prepared well in advance. These situations are more formal and often more important that you get it right. Look at your answers and see how comfortable you generally feel in these situations. Does the formality and importance of the situation make you feel that you perform less well than you should or as well as you can?